

ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION SERVICES DIVISION

DRAFT

**POLICY TITLE: Faculty and Instructors
Qualifications**

DATE ADOPTED:

12-7-04

DATE REVISED:

4-11-08, 4-15-09

I. PURPOSE:

The Committee on Probation Education (COPE), in accordance with COJET's Administrative Guidelines and the Arizona Code of Judicial Administration, is responsible for establishing and adopting policies and procedures that support and manage probation education programs. This policy and procedure establishes the process of selecting, training and certifying faculty who provide instruction in probation related programs.

II. FOREWORD:

The Administrative Office of the Court (AOC) will train, develop and certify instructors in accordance with established training standards. It is recognized that instructor candidates have varying degrees of experience prior to attending the Train the Trainer courses and/or natural abilities that cause a wide range of proficiency in instructors. AOC and COPE have established an instructor hierarchy structure, which includes consistent minimum standards at each level that recognizes and uses these abilities at the appropriate level. To this end, faculty levels are established as detailed in this policy.

III. FACULTY DESCRIPTIONS:

- A. General Faculty** – a court employee, authorized by the appropriate Chief Probation Officer or Juvenile Court Director, certified to provide instruction within the Probation Certification Academy, the **Institute for Intensive Probation Supervision**, **IPS/JIPS Institute**, **Motivational Interviewing**, or the Detention Officer Academy.
- B. Officer Safety Instructor** – a **sworn member of the probation department**, authorized by the appropriate Chief Probation Officer or Juvenile Court Director, recommended by the AOC **Probation Safety Specialists**, and certified by **AOC** to be an instructor for the Defensive Tactics or Firearms Academy.
- C. Lead Instructor** – a defensive tactics or firearms instructor who has demonstrated advanced knowledge and performance in these areas **and is approved by the AOC Probation Education Program Manager**

~~and Probation Safety Specialists. Lead Instructors may be considered subject matter experts.~~ The Lead Instructor is responsible for ensuring that only the COPE approved curriculum is taught and has oversight and administrative responsibilities during any Defensive Tactics or Firearms Academy. These responsibilities include, but are not limited to, class safety, testing, daily organization, incident reports, and/or any medical issues that may arise during any class. Lead Instructors ~~may~~ also function as class instructors and may be called upon to assist in training new instructors. ~~Lead instructors also may serve as subject matter experts to assist the Committee On Probation (COP), Committee On Probation Education (COPE), Staff Safety Advisory Committee (SSAC) and COPE's Curriculum Committee.~~

- D. ~~AOC Officer~~ **PROBATION Safety Specialists-** an AOC Probation Safety Specialist assigned to the Adult Services Division, the Juvenile Justice Services Division or the Education Services Division. For the purposes of this policy, the positions will be described as the AOC Officer Safety Specialists when it refers to all three positions or by prefacing the word specialist by Adult, Juvenile or Education to denote one of the three specific positions. The Education Officer Safety Specialist is primarily responsible for training prospective instructors at the AOC Train the Trainer Courses. The Officer Safety Specialists may serve as an instructor at any level. The ~~Education Officer Safety~~ **Probation Safety Specialists** ~~is~~ **are** responsible for administrative oversight of all Lead Instructors, Defensive Tactics Instructors and Firearms Instructors. ~~They are also~~ ~~The Education Safety Specialist is~~ responsible for scheduling classes, and instructors, including ensuring that logistical support and necessary resources are in place. ~~The Adult and Juvenile Safety Specialists may assist in this as needed.~~ ~~The Probation Safety Specialists also serve as subject matter experts to assist the Committee On Probation (COP), Committee On Probation Education (COPE), Staff Safety Advisory Committee (SSAC) AND COPE'S Curriculum Committee.~~

- E. ~~Subject Matter Experts~~ Subject Matter Experts (SME) procedures and certification will be addressed in a separate SME policy.

IV. APPLICATION AND QUALIFICATIONS:

A. General Faculty Provisions: Application

1. All court staff, including but not limited to, probation officers, surveillance officers, detention officers and other probation program staff ~~may serve as~~ **may serve as** ~~apply to be~~ faculty for the

Certification Academy, the Institute for Intensive Probation Supervision or the Detention Officer Academy. In addition, non court personnel who have extensive knowledge or expertise in a specific topic may serve as faculty in one of these programs. Court Staff Individuals seeking to serve as faculty must obtain approval from their Chief Probation Officer or Juvenile Director prior to contacting AOC staff or instructing. ~~Applications must first be approved by the appropriate Chief Probation Officer or Juvenile Court Director and the application forwarded to the AOC Education Services Probation Program Manager or designee.~~

2. AOC staff may request a court county employee, as described above, to serve as faculty, but will first discuss the request with, and obtain the approval of, the individual's Chief Probation Officer or Juvenile Court Director.
3. The AOC Probation Education Program Manager shall determine faculty for probation programs administered by the Education Services Division.
~~AOC Probation Education Program Manager shall approve or disapprove an individual's application, based on the qualifications outlined in this policy and the advice of the Officer Safety Specialists.~~
4. ~~If approved, the Education Officer PROBATION Safety Specialist will provide the applicant with a list of requirements as outlined in this policy. If the application is not approved, the Education Officer Safety Specialist will notify the applicant with the reasons for denial.~~
5. All applicants must attend and successfully complete the AOC Education Services Faculty Skills Development (FSD). ~~or an equivalent education program as approved by COPE.~~
6. Individuals who have successfully completed an equivalent faculty development program must submit proof of completion and course content to the AOC Probation Education Program Manager requesting waiver of the Faculty Skills Development requirement FSD. If FSD is waived, the AOC Probation Education Program Manager shall provide documentation in the individuals training records.

B. Officer Safety Instructors: Application

1. Applications must first be **signed** ~~approved~~ by the appropriate Chief Probation Officer or Juvenile Court Director and then forwarded to the AOC Probation Education Program Manager or designee.
2. The Chief or Director should consider, but is not limited to the following before forwarding an individual's application to the AOC Probation Education Program Manager:
 - a) The officer has a minimum of **one** ~~two~~ year(s) of service as a probation, **or** ~~surveillance or detention~~ officer.
 - b) The officer has demonstrated an ability to effectively and efficiently manage and maintain their caseload/or job responsibilities.
 - c) The officer's performance appraisals for the past ~~two~~ years reflect a minimum rating of "meets expectations" or an equivalent rating.
 - d) The officer has not received any disciplinary actions involving lapses in officer safety.
3. The AOC Probation Education Program Manager shall approve or disapprove an individual's application, based on the **following** ~~outlined in this policy and the advice of the Officer Safety Specialists.~~
 - a) **All applicants must have** ~~The officer has~~ successfully completed the Defensive Tactics and/or Firearms Academy prior to **application** ~~certification~~ as an instructor.
 - b) **All applicants must have** ~~The officer has~~ completed a course and received certification in First Aid and CPR prior to application **as an instructor** and **certification must be valid** ~~is current~~ at the time of the Train the Trainer program. ~~academy.~~
 - c) All applicants must ~~attend and~~ **successfully** completed the **AOC Education Services** Faculty Skills Development (FSD). ~~or an equivalent education program as approved by COPE.~~
 - d) **Individuals who have attended an equivalent faculty development program must submit proof of completion and course content to the AOC Probation Education Program Manager requesting waiver of the Faculty Skills Development requirement. If FSD is waived, the AOC Probation Education Program Manager shall provide documentation in the individuals training records.**

4. If approved, the ~~Education Officer~~ Probation Safety Specialist will provide the applicant with a list of requirements as outlined in this policy. If the application is not approved, the ~~Education Specialist~~ Probation Safety Specialist will notify the applicant in writing and state the reasons for the disapproval.

V. CERTIFICATION PROCESS: Officer Safety Instructors

- A. Once all requirements have been met in the application process, the instructor candidate will forward their application, a copy of their Faculty Skills Development certificate, copies of current First Aid and CPR cards or verification of certification, and any other supporting documents to the AOC Probation Education Program Manager.
- B. The AOC Probation Education Program Manager will review the application and forward it to the AOC ~~Education~~ Probation Safety Specialist for review, which may include, but not limited to written and practical test analysis, consultation with other instructors, or observation of the applicants skills.
- C. The AOC ~~Education~~ Probation Safety Specialists shall consult with the ~~Adult and Juvenile Safety Specialists~~ and recommend preliminary approval or disapproval. Final approval/disapproval will be made by the AOC Probation Education Program Manager. If approved, the instructor candidate will then be scheduled for a Train the Trainer course. If disapproved, the Probation Safety Specialist will notify the applicant in writing and state the reasons for the disapproval.
- D. Upon successful completion of the Train the Trainer course, the AOC ~~Education~~ Probation Safety Specialists in conjunction with the ~~Adult and Juvenile Safety Specialists~~, will prepare a recommendation for COPE certification of the instructor, based on the candidate's demonstrated instructional performance during the Train the Trainer course and the factors above. This will be forwarded to the AOC Probation Education Program Manager who will make the final recommendation to COPE for Certification approval.
- E. If the individual does not successfully complete the Train the Trainer course, or the AOC Probation Safety Specialists determine that the individual does not have the skills and abilities to be a defensive tactics or firearms instructor, they will document these concerns to the AOC Probation Education Program Manager. The Probation Education Program Manager, or their designee, and along with the Probation Safety Specialists, will contact the Chief Probation Officer

or the Director of Juvenile Court Services. The AOC Probation Education Program Manager will then forward **written notification of the denial to the applicant and Chief Probation Officer or the Director of Juvenile Court Services.** ~~a written summary of the discussion to the Chief or Director.~~

VI. CERTIFICATION PROCESSES: Lead Instructor

- A.** The lead instructor candidate has completed all of the above requirements and is currently a certified instructor in Defensive Tactics or Firearms.
- B.** The lead instructor candidate has instructed all blocks of instruction in the COPE approved curriculum.
- C.** The lead instructor candidate has completed a mentor program which requires the instructor to shadow and co-instruct with a certified lead instructor for a minimum of four academies.
- D.** The lead instructor candidate has completed one class as a “Lead Instructor in Training” directly supervised by an AOC ~~Officer~~ **Probation Safety Specialist(s).**
- E.** The lead instructor candidate has consistently received student/instructor evaluations on their instructing ability at a level to cause the AOC Probation Education Manager to believe the instructor can successfully function as a Lead Instructor.
- F.** The lead instructor candidate has demonstrated the ability to coach and provide remediation to an instructor or participant while maintaining the participants’ and/or instructors’ dignity. This will be evaluated by feedback provided from participant evaluations, peer evaluations, and lead instructor observations.
- G.** The lead instructor candidate has demonstrated knowledge of the administrative process of conducting a Defensive Tactics ~~and~~ **or** Firearms Academy (rosters, sign-in sheets, evaluations, practical and written exam proctoring and integrity, follow-up reporting, etc.). This will be evaluated by AOC Probation ~~Education Services staff~~ **Safety Specialist** while the instructor conducting a Defensive Tactics or Firearms Academy as the “Lead Instructor in training”.

VII. INSTRUCTOR ANNUAL TRAINING REQUIREMENTS:

- A.** All instructors must complete the annual **COJET Training** requirement. ~~of 16 hours of COJET training.~~
- B.** All defensive tactics and firearms instructors must maintain current First Aid and CPR certifications. **Every renewal certification** ~~These~~ must be forwarded to the AOC.
- C.** Defensive tactics and firearms instructors must instruct a full academy or a ~~defensive tactics refresher course or conduct practice~~ or range qualifications at a minimum of **once in each bi-annual reporting period.** ~~every 6 months to maintain their instructor credentials.~~
- D.** All defensive tactics and firearms instructors **shall** submit a completed instructor ~~quarterly~~ **bi-annual** report to the **Education Specialist I** no later than **January 1 and July 1 respectively.** This report shall **document the time periods of January 1-June 30 and July 1-December 31 respectively.** All Instructors need to report at minimum **one date for instruction in each report.** ~~Education Safety Specialist each quarter.~~
- E.** **If an instructor has not submitted a bi-annual report by the specified dates, the instructor may be suspended.**

VIII. CERTIFICATION LAPSES

- A.** **The AOC Probation Education Program Manager shall suspend an instructor if there is a lapse in the annual training requirements.**
- B.** If an instructor has not **instructed a minimum of once in each bi-annual reporting period** ~~one time in six months~~, the instructor **shall immediately be suspended and may not teach.** ~~may not teach.~~
- C.** If an instructor's CPR and/or First Aid certifications have expired, the instructor **shall immediately be suspended and may not teach.** ~~may not instruct.~~
- D.** The AOC Probation Education Program Manager **shall** provide written notification **of suspension** to the individual instructor, **Safety Coordinator and** ~~along with~~ the Chief or Director.

IX. REINSTATEMENT OF CERTIFICATION FROM SUSPENSION:

- A. ~~Upon participation in teaching a full 40 hour academy, under the supervision of a certified Lead Instructor, the instructor shall again be eligible to instruct.~~

A suspended instructor seeking reinstatement as a result of failure to teach during a bi-annual reporting period may re-apply following the steps

- B. A suspended instructor who wishes to be reinstated following a failure to teach during a bi-annual reporting period may re-apply following the steps pursuant to section V of this policy, which includes re-attending the Train-The-Trainer.
- C. A suspended instructor who wishes to be reinstated following a lapse of CPR or First Aid Certification shall forward the new copies of ~~Upon making current the CPR and/or First Aid Certification to the AOC Probation Education Program Manager. the instructor shall again be eligible to instruct.~~
- D. The AOC Probation Education Program Manager will provide written notification of reinstatement to the individual instructor, **Safety Coordinator** and ~~along with the Chief or Director.~~

X. MEDICAL WAIVERS

An instructor whose certification has lapsed due to a documented medical condition may submit this information to the AOC Probation Education Program Manager for reinstatement. The manager will decide the necessary steps, if any, needed to reinstate the instructor.

XI. REVOCATION OF CERTIFICATION PROCESS:

- A. ~~Based on the review of defensive tactics/firearms academy instructor evaluations, peer and Lead Instructor evaluations, written/verbal feedback, or personal observations by the Officer PROBATION Safety Specialists or Lead Instructors,~~ Based on the below listed criteria the AOC Probation Education Program Manager may seek the revocation of an Instructor's Certification. ~~through COPE may be revoked,~~
- B. Reasons for this action include, but are not limited to:
1. Failure to follow COPE/AOC approved curriculum.

2. **Exhibiting** unsafe practices while conducting training.
3. **Demonstrating an** inability or refusal to professionally remediate students.
4. Disciplinary action related to a violation of the Code of Judicial Administration or departmental policy and procedure as it relates to an instructor's performance and professional conduct.
5. Failure to maintain all basic requirements of the certification process.
6. **Negative evaluations from students or Lead Instructors.**

C. Revocation Process:

1. Should the above situation occur, the Lead Instructor and/or the **Probation** Safety Specialists will notify the AOC Probation Education Program Manager with a written recommendation outlining the reasons for the revocation ~~to occur.~~
2. The AOC Probation Education Program Manager will review the recommendation and conduct a review of the allegations. This may include, but is not limited to interviews, observations and evaluations.
3. If the AOC Probation Education Program Manager is in agreement with the recommendation, **the manager will provide a written notification, which will be sent to the individual instructor, Safety Coordinator and the Chief or Director.** ~~recommendation will be prepared outlining the issues and reasons for revocation. This will be presented to COPE for a vote on the matter.~~
4. ~~If COPE approves the revocation request, the AOC Probation Education Program Manager will provide written notification to the individual instructor, along with the Chief or Director.~~

XII. REINSTATEMENT **APPEAL OF FROM REVOCATION**

- A. An officer who requests to have their AOC Instructor Certification reinstated after revocation ~~or voluntary resignation~~ shall:

1. Submit a written request to the appropriate Chief Probation Officer or Director of Juvenile Court Services.
2. The Chief/Director may deny the request with no further action.
3. If approved, the request will be forwarded for review to the AOC Probation Education Program Manager and the ~~Officer~~ Probation Safety Specialists.
4. ~~The AOC Officer Safety Specialists, will submit the request through their appropriate chains of command, including a written recommendation. These recommendations, including any endorsements, will be forwarded to COPE for a final decision.~~
5. A written response, from the chair of COPE, will be provided to the requesting officer within 30 days of the COPE meeting either approving or denying the request. The written response will state the reason for denial or any specific or additional requirements for reinstatement.
6. The COPE Committees final decision shall may not be appealed.